



## **JOB DESCRIPTION**

Position Title: **Manager**

Working Area: **Zoning & Code Enforcement**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional and administrative work in the development, administration, and enforcement of land use controls.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Plans, organizes, and coordinates work activities to include the establishment of standard operating procedures to insure compliance with land use ordinances.

Coordinates application processing, research, and presentations related to the Board of Adjustment, the Planning and Zoning Commission, Code Enforcement Board, board of County Commissioners, and other boards and committees as may be assigned.

Initiates and effectively recommends, for final approval by the department director, performance evaluations, hiring, termination, disciplinary, and/or commendatory actions for assigned personnel.

Determines efficiency of the Zoning & Code Enforcement's operational system and evaluates the need for upgrading procedures and ordinances related to land development.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Knowledge of the principles and practices of site planning and design, code enforcement, land use planning, and management. Knowledge of state and local ordinances related to land development. Considerable knowledge of the trends in land use controls and incentives.

Ability to plan, assign, direct and review the activities of the division in a manner conducive to produce efficient performance and meet the needs of the public. Ability to analyze and review cases, establish procedures, review policy and technical data, and establish workloads for division staff. Ability to communicate effectively both orally and in writing. Ability to make presentations before large and small groups.

Master's Degree in Planning, Architecture, Public Administration, or a closely related field with substantial course work in city, county or regional planning and four (4) years' of progressively responsible professional level experience in the administration and supervision of land development controls and programs, including public planning and zoning experience.

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1, Limited Financial Disclosure" in the County of their residence.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*



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This position is an appointed service Classification.

### **Working Conditions**

The work environment for this position includes both office and fieldwork. Most office duties are performed sitting at a desk, table or workstation. Field duties require walking over uneven terrain. Incumbent may perform some duties that require standing for prolonged periods of time.